

1/15/04

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Norwalk Housing Authority PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2004

NORWALK HOUSING AUTHORITY
24½ Monroe Street
South Norwalk, CT 06854
203-838-8471

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED
IN ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE
PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Norwalk Housing Authority

PHA Number: CT002

PHA Fiscal Year Beginning: (mm/yyyy) 04/2004

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is:
- To provide safe, decent and affordable housing, and to assist the low-income housing participants to become self-sufficient

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
- Objectives:
- ☒ Apply for additional rental vouchers:
 - Up to 100 vouchers per year based on needs and funding availability
 - ☐ Reduce public housing vacancies:
 - ☒ Leverage private or other public funds to create additional housing opportunities:
 - Study feasibility of tax credit funding and development in 2000
 - Study feasibility voucher conversion to site based assistance in 2000
 - Implement and complete feasible housing development initiatives between 2002 and 2004
 - ☒ Acquire or build units or developments
 - Explore feasibility of Section 8 homeownership in 2000

- Implement feasible Section 8 homeownership initiative between 2001 and 2004
- ☒ Other (list below)
 - Participate in the development and implementation of the City's Consolidated Plan
 - Implement flat rent program designed to encourage higher income families to remain in public housing
 - Adjust voucher payment standard to expand housing opportunities to low poverty areas
- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
 - ☒ Improve public housing management: (PHAS score FY2002: 81%)
 - Maintain minimum level of standard performer with improvement during 2000-2004
 - Address Real Estate Assessment Center housing stock deficiencies by year-end 2001
 - ☒ Improve voucher management: (SEMAP score FY2002 83%)
 - Achieve initial year standard performer level with improvement in 2001-2004
 - ☒ Increase customer satisfaction:
 - Develop procedures for improved customer service reception by 2001
 - Establish annual customer satisfaction survey and maintain satisfactory outcomes for years 2000 – 2004
 - Fund and manage supportive service programs in terms of positive outcome 2000 – 2004
 - Obtain Ross Senior Coordinator Grant 2000-2001
 - ☒ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Timely resolution of PHAS & SEMAP deficiencies during 2000–2004, if any
 - Realign organizational structure of NHA to attain stated goals and objectives during 2000-2004
 - Increase program revenues and services through successful grant applications and expanded Section 8 program during 2000-2004
 - Complete and fully implement computer system to assist in program management and performance measurement at each department by 2000
 - ☒ Renovate or modernize public housing units:
 - Meet obligation and expenditure schedule for Comp Grant during 2000-2004
 - Continue annual participation in Community Development Block Grant capital funds of approximately \$100,000
 - ☒ Demolish or dispose of obsolete public housing:

- ☐
 - Complete public housing conversion analysis by 2001
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☒ Other: (list below)
 - Establish a prudent pet policy that is geared to improve the quality of life for residents, does not interfere with the peaceful enjoyment of other participants, enforces the humane care of the pet and does not burden the resources of the NHA

- ☒ PHA Goal: Increase assisted housing choices

Objectives:

 - ☒ Provide voucher mobility counseling:
 - Expand voucher briefing for applicants
 - ☐ Conduct outreach efforts to potential voucher landlords
 - ☒ Increase voucher payment standards
 - Assess voucher payment standard based on rent burden and mobility goals in 2000
 - Adjust voucher payment standard in 2000 and annually thereafter based on analysis
 - ☒ Implement voucher homeownership program:
 - ☐ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site-based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☒ Other: (list below)
 - Partner with Fair Rent Commission and Fair Housing Officer to promote landlord outreach

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☒ PHA Goal: Provide an improved living environment

Objectives:

 - ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Complete income mixing analysis in 2000
 - Establish income mixing goals for each site in 2000
 - Refine admissions and occupancy policy move toward agreed upon public income mixing goals in 2000
 - Attain income mixing goals during 2001-2004
 - ☒ Implement public housing security improvements:
 - Add King Kennedy to PHDEP funding formula by 2001

- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☒ Other: (list below)
 - Continue existing crime and drug programs 2001-2004
 - Maintain strong lease enforcement activities at all sites 2000-2004

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - ☒ Increase the number and percentage of employed persons in assisted families:
 - Establish job development and placement goals in 2000
 - Attain job placement and retention goals in 2001-2004
 - Establish a community service program that is designed to provide motivation, encourage self-sufficiency and offer options, and is implemented in a positive and dignified manner in 2000
 - Operate FSS program and attain annual stated enrollment, placement and graduation goals during 2000-2001
 - ☒ Provide or attract supportive services to improve assistance recipients' employability:
 - Enter into cooperative agreements with the State Department of Social Services which administers TANF
 - Supportive Service Agency analysis to address identified service gaps 2000-2004
 - ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Obtain a Ross Grant for senior supportive service management 2000-2004
 - Align supportive delivery system to meet identified needs of elderly 2001
 - Fully utilized disabled vouchers during 2000-2001
 - ☒ Other: (list below)
 - Establish Resident Partnership Contracts for applicable new admissions and community service eligible participants 2000-2004
 - Integrate Community Service requirement with NHA self sufficiency initiatives 2000-2004

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Maintain existing relationships and encourage participation of fair housing and equal opportunity agencies 2000-2004
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Provide outreach to eligible families and fully utilize disability and family unification vouchers 2000-2004
- ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2004
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

This year's Annual Plan – our fifth – continues the progress made over the last four years of the QHWRA planning process. As the document will indicate, despite an especially challenging rental marketplace, the Norwalk Housing Authority has preserved and expanded housing opportunities for low- and moderate-income residents. Norwalk rents are among the highest in the country, making our mission even more critical to provide safe, decent, affordable housing.

A major new item that is included in this year's plan is the requirement of Community Service. Under the HUD rules, each able-bodied, unemployed resident (with several exceptions) who has reached working age is required to provide eight (8) hours of community service per month. Conversely, if the resident does not comply, they are subject to eviction action. All of this is being required by HUD without any additional funding, thus placing an added responsibility on staff.

Nevertheless, the Norwalk Housing Authority is pleased to present this plan for public review and looks forward to maintaining quality service to the residents of public housing and the City of Norwalk in the coming year.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

	<u>Page #</u>
I. ANNUAL PLAN TYPE:.....	1
SMALL AGENCY (<250 PUBLIC HOUSING UNITS)	1
II. EXECUTIVE SUMMARY OF THE ANNUAL PHA PLAN	1
III. ANNUAL PLAN TABLE OF CONTENTS	1
1. STATEMENT OF HOUSING NEEDS.....	6
2. STATEMENT OF FINANCIAL RESOURCES	12
3. PHA POLICIES GOVERNING ELIGIBILITY, SELECTION, AND ADMISSIONS.....	14
4. PHA RENT DETERMINATION POLICIES	22
5. OPERATIONS AND MANAGEMENT	27
6. PHA GRIEVANCE PROCEDURES	28
7. CAPITAL IMPROVEMENT NEEDS	29
8. DEMOLITION AND DISPOSITION	30
9. DESIGNATION OF PUBLIC HOUSING FOR OCCUPANCY BY ELDERLY FAMILIES OR FAMILIES WITH DISABILITIES OR ELDERLY FAMILIES AND FAMILIES WITH DISABILITIES	31
10. CONVERSION OF PUBLIC HOUSING TO TENANT-BASED ASSISTANCE	33
11. HOMEOWNERSHIP PROGRAMS ADMINISTERED BY THE PHA.....	34
12. PHA COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAMS.....	36
13. PHA SAFETY AND CRIME PREVENTION MEASURES	38
14. RESERVED FOR PET POLICY	40
15. CIVIL RIGHTS CERTIFICATIONS	40
16. FISCAL AUDIT	40
17. PHA ASSET MANAGEMENT	41
18. OTHER INFORMATION.....	41

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

ATTACHMENT A. ADMISSIONS POLICY FOR DECONCENTRATION	45
ATTACHMENT B. OPEN CAPITAL FUND PROGRAM ANNUAL STATEMENTS—2001, 2002, 2003, 2004.....	47
ATTACHMENT C. CAPITAL FUND PROGRAM 5-YEAR ACTION PLAN	60
ATTACHMENT D. VOLUNTARY CONVERSIONS	63
ATTACHMENT E. PROGRESS REPORT IN MEETING THE 5-YEAR PLAN MISSION AND GOALS	64
ATTACHMENT F. COMMUNITY SERVICE REQUIREMENT.....	70
ATTACHMENT G. ORGANIZATIONAL CHART FOR FY 2004	72
ATTACHMENT H. PET POLICY	73
ATTACHMENT I. FLAT RENT SCHEDULE FOR FY 2004	75
ATTACHMENT J. INCOME ANALYSIS OF PUBLIC HOUSING COVERED DEVELOPMENTS	76
ATTACHMENT K. SERVICES AND PROGRAM.....	78
ATTACHMENT L. DEFINITION OF SUBSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENT OR MODIFICATION	81
ATTACHMENT M. RESIDENT ADVISORY BOARD LIST AND COMMENTS.....	82
ATTACHMENT N. ACTION PLAN FOR THE FY2003 CUSTOMER SERVICE & SATISFACTION SURVEY	85

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
NA	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Public Housing Resident Community Service Requirement Policy	
X	Public Housing Pet Policy	Annual Plan
X	Statement in Progress in Meeting the 5-Year Plan Mission and Goals	Annual Plan

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction							
By Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1,785	5	5	4	2	3	4
Income >30% but <=50% of AMI	1,310	5	4	4	2	3	4
Income >50% but <80% of AMI	3,996	4	4	3	2	3	4
Elderly	5,195	3	3	3	2	1	3
Families with Disabilities	1,697	4	5	3	2	1	3
White	9,462	3	3	3	2	2	3
Black	2,088	4	4	3	2	3	4
Other	246	4	4	3	2	3	4
Hispanic	1,597	4	4	4	2	3	4
Non Hispanic	10,689	3	4	3	2	3	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☒ Other sources: (list and indicate year of information)
Con Plan Data Source: U.S. Census Projections for 2000 as provided by HUD

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	730		206
Extremely low income (<=30% AMI)	647	89%	
Very low income (>30% but <=50% AMI)	78	11%	
Low income (>50% but <80% AMI)	4	1%	
Families with children	518	71%	
Elderly families	53	7%	
Families with Disabilities	89	12%	
Race White	314	43%	
Race Black	403	55%	
Race Other	13	2%	
Race Non Hispanic	549	75%	

Housing Needs of Families on the Waiting List			
Race Hispanic	181	25%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	158	22%	44
2 BR	357	49%	74
3 BR	202	28%	79
4 BR	8	1%	7
5 BR	4	1%	0
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? NA Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

* Extrapolated from admissions during 2002 to date

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1104		150
Extremely low income (≤30% AMI)	1057*	96%	
Very low income (>30% but ≤50% AMI)	186%	17%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	709	64%	
Elderly families	37	3%	
Families with Disabilities	55	5%	
Race White	404	37%	
Race Black	692	63%	
Race Other	5	1%	
Race Non Hispanic	842	76%	
Race Hispanic	262	24%	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	NA	NA	NA
2 BR	NA	NA	NA
3 BR	NA	NA	NA
4 BR	NA	NA	NA
5 BR	NA	NA	NA
5+ BR	NA	NA	NA
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 20</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - (Family Unification, Disabled 1-BR, and Shelter Plus Care)</p>			

* Extrapolated from admissions during 2002. There were insufficient numbers of admissions in 2003 to use the data.

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
 - All NHA units are on line
- ☒ Reduce turnover time for vacated public housing units
 - Maintain make ready period at 25 days; and improve lease-up from 38 days to 28 days
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
 - Payment Standards are set to 102% of FMR
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☒ Other (list below)
 - Improve performance measurement through continuous updated database reporting system
 - Improve performance through organizational and operational refinement
 - Maintain 100% utilization rate in Section 8 program

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☒ Other: (list below)
 - Study opportunities and develop partners for leveraging affordable housing resources for mixed-finance housing

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below)
 - Preserve continuation of elderly only designation (2 year extension pending with HUD)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below)
 - Maintain local preference to persons with disabilities

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations

- ☒ Other: (list below)
- Market Section 8 Program through realtors representing owners outside areas of poverty/minority concentrations
 - Partner with Fair Rent Commission and Fair Housing Officer to promote landlord outreach

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☒ Other: (list below)
- Waiting list and Quality Housing and Work Responsibility Act Analysis

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses April 1, 2004 – March 31, 2005		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	2,849,000	
b) Public Housing Capital Fund	1,250,000	
c) HOPE VI Revitalization	NA	
d) HOPE VI Demolition	NA	
e) Annual Contributions for Section 8 Tenant-Based Assistance	9,500,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	NA	
g) Resident Opportunity and Self-Sufficiency Grants	24,412	
h) Community Development Block Grant	95,000	Public Housing Capital Improvements
i) HOME	NA	
Other Federal Grants (list below)		
Mod Rehab (163 units)	1,950,000	
Single Room Occupancy (8 units)	70,000	
New Construction (45 units)	375,000	
Multi-Family Drug Elimination	NA	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2000 Capital Improvements	307,697	Capital Improvements
3. Public Housing Dwelling Rental Income		
Dwelling Rental Income	2,168,000	Operations
4. Other income (list below)		
Interest on General Fund Investments	20,000	Operations
Section 8 Administrative Fees	689,142	Operations
4. Non-federal sources (list below)		
State Multi-Family (308 units)	2,715,000	Housing
Total resources	22,013,251	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: (state number)
- Less than 25 families certified eligible for 1-3 BR, less than 12 families certified eligible for 4-5 BR
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- Eviction history
- ☒ Housekeeping
- ☒ Other (describe)
- Debt owed to the Norwalk Housing Authority
 - Credit reports

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

- Use of First American Registry private screening services

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office

- ☐ PHA development site management office
☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? **0**

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists? NA

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists? NA

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
☐ Two
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies

- ☒ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☒ Other: (list below)
 - Transfers limited to three per month unless an emergency situation
 - If a family with no disabilities is in a barrier free unit and the unit is needed by a family with disabilities

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
 - Families under 62 years old with disabilities for the ninety-three (93) one-bedroom family units

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

2 Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- 2 Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)
 - Families under 62 years old with disabilities for the ninety-three (93) one-bedroom family units

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

- a. ☒ Yes ☐ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. ☐ Yes ☒ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

SEE ATTACHMENT J, INCOME ANALYSIS OF PUBLIC HOUSING COVERED DEVELOPMENTS

- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- ☐ Adoption of site-based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)
- d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
☐ Criminal and drug-related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors below)
☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug-related activity
☐ Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None
☐ Federal public housing

- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office
- ☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

- Three 60 day extensions with documentation of active pursuit of housing

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families

- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☒ Other (list below)
 - Family Unification—Grant application and rules for implementing grant
 - Disability Vouchers—Grant application and rules for implementing grant
 - Shelter Plus Care—Grant application and rules for implementing grant
 - Family Self-Sufficiency Vouchers – FSS Action Plan

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
☒ Other (list below)
 - Inter agency collaboration and direct mail to PHA applicants and residents

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50
- Minimum Rent of \$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

- The family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence except changes resulting from failure to comply with program requirements
- The family would be evicted as a result of the imposition of the minimum rent requirement
- The family's income has decreased because of changed circumstance, including loss of employment
- A death in the family has occurred
- Other circumstances determined by NHA

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
- ☒ For increases in earned income
 - Exclusions per QHWRA if funding is provided. Increases in income from the same source are not accounted until next annual re-exam
- ☐ Fixed amount (other than general rent-setting policy)
 - If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)
 - If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
☐ At family option
☐ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☒ Other (list below)
 - Within 10 days of income change. Income changes cover decreases and new sources of income.

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
☐ Survey of rents listed in local newspaper
☐ Survey of similar unassisted units in the neighborhood
☐ Other (list/describe below)

ATTACHMENT I LISTS THE FLAT RENTS FOR FY 2004

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
☐ 100% of FMR
☒ Above 100% but at or below 110% of FMR

☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard?
(select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level?
(select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50
- Minimum rent of \$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

- The family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence except changes resulting from failure to comply with program requirements
- The family would be evicted as a result of the imposition of the minimum rent requirement

- The family's income has decreased because of changed circumstance, including loss of employment
- A death in the family has occurred
- Other circumstances determined by NHA

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

☒ An organization chart showing the PHA's management structure and organization is attached.

• ATTACHMENT G

☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	823	133
Section 8 Vouchers	543	60
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	163	25
Special Purpose Section 8 Certificates/Vouchers (list individually)		
FSS Vouchers	36	4
Family Unification	25	2
Disability	75	15
Shelter Plus Care	16	5
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- Admissions and Occupancy Plan
- 1999 Maintenance Plan (including extermination policy)

(1) Section 8 Management: (list below)

- Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)
- **ATTACHMENT B, OPEN CAPITAL FUND PROGRAM ANNUAL STATEMENTS**

-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

- ☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)
- **ATTACHMENT C, CAPITAL FUND PROGRAM 5-YEAR ACTION PLAN**

-or-

- ☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to

component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a

streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name: * See below	
1b. Development (project) number: * See below	
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Designation of Senior Housing for people over 62 only or people under 62 who need a wheelchair accessible apartment Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: Submitted on 11/18/2002	
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously - approved Designation Plan?	
6. Number of units affected: 263	
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	

*	(1) Senior Court	2-3	(4) West Avenue	2-7
	(2) John Shostak	2-6	(5) Leroy Downs	2-5
	(3) Irving Freese	2-4		

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (*If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.*)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

Conversion of Public Housing Activity Description

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (*If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.*)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	
<input type="checkbox"/>	Approved; included in the PHA's Homeownership Plan/Program
<input type="checkbox"/>	Submitted, pending approval
<input type="checkbox"/>	Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
<input type="checkbox"/>	Part of the development
<input type="checkbox"/>	Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ☒ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☒ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-Sufficiency Programs

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families

- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

SEE ATTACHMENT K, SERVICES AND PROGRAMS

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of:9/30/2003)
Public Housing	15	15
Section 8	36	36

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
- Not Applicable
- If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

- **SEE ATTACHMENT F, COMMUNITY SERVICE REQUIREMENT**

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☒ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☒ Other (describe below)
- Resident group meetings

3. Which developments are most affected? (list below)

- Roodner Court
- Meadow Gardens
- Washington Village

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☒ Other (describe below)

Service	Roodner Court	Meadow Gardens	Washington Village
Private investigative services	X	X	X
Comprehensive criminal screening	X	X	X
Parking registration and towing	X		X
Extensive youth activities	X	X	X
Intercoms and entrance door lock	X	X	
New Admission Police Briefing	X	X	X
Special meetings with Police & Residents as needed	X	X	X
Video camera monitoring on a pilot basis	X	X	X

1. Which developments are most affected? (list below)

- Roodner Court
- Washington Village

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

- Roodner Court
- Washington Village

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

*** With the signing of the FY2002 HUD/VA Appropriations Act, drug elimination grants are no longer considered a separate set aside through the PHDEP account. There is no longer a requirement to complete 13.D or the PHDEP Annual Plan. ***

- ☐ Yes ☐ No: ~~Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?~~
- ☐ Yes ☐ No: ~~Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?~~
- ☐ Yes ☐ No: ~~This PHDEP Plan is an Attachment. N/A (Attachment Filename)~~

14. Reserved For Pet Policy

[24 CFR Part 903.7 9 (n)]

ATTACHMENT H, PET POLICY

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?

5. ☐ Yes ☐ No: If yes, how many unresolved findings remain? _____
Have responses to any unresolved findings been submitted to HUD?
1. Not Applicable
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
☐ Private management
☒ Development-based accounting
☒ Comprehensive stock assessment
☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☒ Attached at **ATTACHMENT M, RESIDENT ADVISORY BOARD LIST AND COMMENTS**
- ☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- ☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:
- ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (City of Norwalk)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - ☐ Other: (list below)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

- A Admissions Policy for Deconcentration
- B Open Capital Fund Program Annual Statements
- C Capital Fund Program 5 Year Action Plan
- D Voluntary Conversions
- E Progress Report in Meeting the 5-Year Plan Mission and Goals
- F Community Service Requirement
- G Organizational Chart for FY 2003
- H Pet Policy
- I Flat Rent Schedule for FY 2004
- J Income Analysis of Public Housing Covered Developments
- K Services and Program
- L Definition of Substantial Deviation and Significant Amendment or Modification
- M Resident Advisory Board List and Comments
- N Action Plan for the FY2003 Customer Service & Satisfaction Survey

Attachment A. Admissions Policy for Deconcentration

It is the policy of the Norwalk Housing Authority (NHA) to provide for deconcentration of poverty by bringing higher income tenants into lower income developments.

Established Income Range

NHA shall conduct on a quarterly basis, an analysis of the incomes of the families residing in covered public housing developments, as defined below, to determine the established income range (EIR). The income analysis will be conducted no later than the 5th business day of the beginning month of each quarter. The EIR will determine which developments require income mixing for the three-month period following the analysis.

The income analysis shall be conducted as follows:

- Step 1 - NHA shall determine the average household income for all covered developments by taking the aggregate total of all household income and dividing by the total occupied households.
- Step 2 - NHA shall then determine the average income of each covered development by taking the total of all household income in that development and dividing by the total occupied units in that development.
- Step 3 – The established income range (EIR) shall be calculated as 85% to 115% of the aggregate average household income for all covered developments.
- Step 4 – The average household income for each covered development shall then be compared to the EIR and to the area median income to determine if the development is low income or high income.

Low income developments shall be defined as those developments whose average household income is below the lowest point of the EIR (85%).

High income developments shall be defined as those developments whose average household income is above the highest point of the EIR (115%) and above 30 percent of the area median income.

Deconcentration Strategies

Those developments where the income profile falls outside the EIR range shall be targeted for deconcentration and income mixing. In order to achieve income deconcentration, NHA will temporarily skip particular families on the waiting list.

No families currently in a public housing unit will lose assistance nor be required to transfer solely as a result of NHA's deconcentration policy.

Low Income Developments

As a unit becomes available, NHA will refer up to five higher income families to the unit. A higher income family is defined as one with an income higher than the average

household income calculated in step1 above. NHA will temporarily skip families on the waiting list, if necessary, to obtain the five referrals. If NHA fails to fill the vacancy after these five higher income referrals, then the next referral will go the 1st eligible family on the waiting list.

Furthermore, NHA will provide rent incentives designed to encourage families with incomes above the EIR to accept units in developments with incomes below the EIR. These rent incentives shall be comprised of lower flat rents for selected bedroom sizes for the identified low-income developments.

High Income Developments

As a unit becomes available, NHA will refer up to five lower income families to the unit. A lower income family is defined as one with an income lower than the average household income calculated in step1 above. NHA will temporarily skip families on the waiting list, if necessary, to obtain the five referrals. If NHA fails to fill the vacancy after these five lower income referrals, then the next referral will go the 1st eligible family on the waiting list.

Covered Developments

Covered Developments are defined as all public housing developments that do not meet any of the deconcentration exemption criteria listed below:

- Public housing Developments operated by a PHA with fewer than 100 public housing units
- Public housing developments operated by a PHA which house only elderly persons or persons with disabilities, or both
- Public housing developments operated by a PHA which consists of only one general occupancy, family public housing development
- Public housing developments approved for demolition or for conversion to tenant-based assistance
- Public housing developments which include public housing units operated with a HUD approved mixed-finance plan using HOPE VI or public housing funds awarded before the effective date of this rule

Based on the above exemption criteria, NHA's covered developments are:

- | | |
|-----------------------|------------------------|
| 1. Washington Village | 5. Seaview / Elmwood |
| 2. Roodner Court | 6. 36 Fairfield Avenue |
| 3. King Kennedy | 7. Chapel Street |
| 4. Meadow Gardens | 8. 356 Main Avenue |

Attachment B. Open Capital Fund Program Annual Statements

NORWALK HOUSING AUTHORITY

OPEN CAPITAL FUND YEARS

2001

2002

2003

2004

**Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part I: Summary**

OMB Approval No. 22577-0157 (exp. 7/31/98)

APPENDIX 6-1

HA Name: **NORWALK HOUSING AUTHORITY**

Comprehensive Grant Number: **CT 26 P002 50101**

FFY of Grant Approval: **2001**

☒ Original Annual Statement

☐ Reserve for Disasters/Emergencies

☐ Revised Annual Statement/Revision Number

☐ Final Performance and Evaluation Report

☐ Performance and Evaluation Report for Program Year Ending

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds	100,000			
2	1406 Operations (May not exceed 10% of line 19)	Original	Revised	Obligated	Expended
3	1408 Management Improvements	0	0	0	0
4	1410 Administration			0	0
5	1411 Audit	146,800	146,800	146,800	146,800
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	66,200	66,200	66,200	66,200
8	1440 Site Acquisition		0	0	0
9	1450 Site Improvement		0	0	0
10	1460 Dwelling Structures	1,336,355	1,336,355	1,336,355	1,281,614
11	1465.1 Dwelling Equipment--Nonexpendable		0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1495.1 Relocation Cost	0	0	0	0
17	1498 Mod Used for Development	0	0	0	0
18	1502 Contingency (may not exceed 8% of line 19)		0	0	0
19	Amount of Annual Grant (Sum of lines 2-18)	1,549,355	1,549,355	1,549,355	1,494,614
20	Amount of line 19 Related to LBP Testing				
21	Amount of line 19 Related to Section 504 Compliance				
22	Amount of line 19 Related to Security				
23	Amount of line 19 Related to Energy Conservation Measures	632,000			
¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement		² To be completed for the Performance and Evaluation Report			

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part II: Supporting Pages

NORWALK HOUSING AUTHORITY
CT 26 P002 50101

OMB Approval No. 22577-0157
(exp. 7/31/98)

2001

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
2-1	WASHINGTON VILLAGE							
	Replace Boilers	1460		350,000	379,494	379,494	344,646	complete
	Community Center Roof & Ventilation System	1460		7,355	-			
2-3	SENIOR COURT							
	Replace Counter Tops, Sinks and Related Plumbing and Light Fixtures	1460		60,000	60,000	60,000	60,000	complete
	Intercoms	1460		-	-			
2-4	IRVING FREESE							
	Replace Kitchens	1460		320,000	210,000	210,000	210,000	complete
	Windows/Doors	1460		-	31,576	31,576	31,576	complete
2-7	20 WEST AVENUE							
	Repoint Building	1460		64,000	60,000	60,000	59,800	complete
2-8	KING-KENNEDY							
	Roofs	1460		150,000	60,888	60,888	60,888	complete
	Asbestos Removal	1460		-	20,000	20,000	10,180	complete
2-17	SEAVIEW APARTMENTS							
	Heat and Hot Water	1460		145,000	164,397	164,397	154,524	complete
	Kitchens and Baths	1460		200,000	310,000	310,000	310,000	complete
2-18	36 FAIRFIELD AVENUE							
	Tubs	1460		40,000	40,000	40,000	40,000	complete
	Administration	1410		146,800	146,800	146,800	146,800	complete
	Fees & Costs	1430		66,200	66,200	66,200	66,200	complete
	Page Totals			1,549,355	1,549,355	1,549,355	1,494,614	
¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement				² To be completed for the Performance and Evaluation Report				

Annual Statement / Performance and Evaluation Report

NORWALK HOUSING AUTHORITY

OMB Approval No. 22577-0157
(exp. 7/31/98)

Comprehensive Grant Program (CGP) Part III: Implementation Schedule

CT 26 P002 50101

2001

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates ²
	3/31/2003			12/31/2003			
	Original	Revised ¹	Actual ²	Original	Revised ¹	Actual ²	
2-1	3/31/2003		3/31/2003	9/30/2004	12/31/2003		
2-3	3/31/2003		3/31/2003	9/30/2004	12/31/2003		
2-4	3/31/2003		3/31/2003	9/30/2004	9/30/2003	9/30/2003	
2-7	3/31/2003		3/31/2003	9/30/2004	12/31/2003		
2-8	3/31/2003		3/31/2003	9/30/2004	12/31/2003		
2-17	3/31/2003		3/31/2003	9/30/2004	12/31/2003		
2-18	3/31/2003		3/31/2003	9/30/2004	12/31/2003		

**Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part I: Summary**

OMB Approval No. 22577-0157 (exp. 7/31/98)

APPENDIX 6-1

HA Name: **NORWALK HOUSING AUTHORITY**

Comprehensive Grant Number: **CT 26 P002 50102**

FFY of Grant Approval: **2002**

☒ Original Annual Statement

☐ Reserve for Disasters/Emergencies

☐ Revised Annual Statement/Revision Number

☐ Final Performance and Evaluation Report

☐ Performance and Evaluation Report for Program Year Ending

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds	100,000			
2	1406 Operations (May not exceed 10% of line 19)	Original	Revised	Obligated	Expended
3	1408 Management Improvements	0	0	0	0
4	1410 Administration			0	0
5	1411 Audit	147,000	147,000	147,000	147,000
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	120,000	120,000	118,216	106,647
8	1440 Site Acquisition		0	0	0
9	1450 Site Improvement		0	0	0
10	1460 Dwelling Structures	1,203,154	1,203,154	897,241	165,747
11	1465.1 Dwelling Equipment--Nonexpendable		0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1495.1 Relocation Cost	0	0	0	0
17	1498 Mod Used for Development	0	0	0	0
18	1502 Contingency (may not exceed 8% of line 19)		0	0	0
19	Amount of Annual Grant (Sum of lines 2-18)	1,470,154	1,470,154	1,162,457	419,394
20	Amount of line 19 Related to LBP Testing				
21	Amount of line 19 Related to Section 504 Compliance				
22	Amount of line 19 Related to Security				
23	Amount of line 19 Related to Energy Conservation Measures	164,000			
¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement		² To be completed for the Performance and Evaluation Report			

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part II: Supporting Pages

NORWALK HOUSING AUTHORITY
CT 26 P002 50102

OMB Approval No. 22577-0157
(exp. 7/31/98)

2002

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
2-1	WASHINGTON VILLAGE							
	Bathroom replacement	1460	136	867,154	805,154	688,241	597	on schedule
	Boilers	1460		-	25,000	25,000		complete
	System							
2-3	SENIOR COURT							
	Kitchens/Baths	1460	60	-	22,000	22,000	22,000	complete
2-4	IRVING FREESE							
	Replace Porch Roofs	1460	60	25,000	25,000			on schedule
2-8	KING-KENNEDY							
	Asbestos Removal	1460		50,000	50,000	50,000	31,150	on schedule
2-16	MEADOW GARDENS							
	Windows	1460	54	220,000	-			
	Exterior chalking	1460		26,000	-			
	Roof Membrane	1460		15,000	15,000			on schedule
	Chimneys	1460			149,000			on schedule
2-17	SEAVIEW APARTMENTS							
	Kitchens and Baths	1460		-	55,000	55,000	55,000	complete
2-18	36 FAIRFIELD AVENUE							
	Baths	1460		-	57,000	57,000	57,000	complete
	Administration	1410		147,000	147,000	147,000	147,000	complete
	Fees & Costs	1430		120,000	120,000	118,216	106,647	complete
	Page Totals			1,470,154	1,470,154	1,162,457	419,394	
¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement								
² To be completed for the Performance and Evaluation Report								

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part III: Implementation Schedule

NORWALK HOUSING AUTHORITY
CT 26 P002 50102

OMB Approval No. 22577-0157
(exp. 7/31/98)

2002

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates ²
	5/30/2004			5/30/2006			
	Original	Revised ¹	Actual ²	Original	Revised ¹	Actual ²	
2-1	5/30/2004			5/30/2006			
2-3	5/30/2004			5/30/2006		9/30/2003	
2-4	5/30/2004			5/30/2006			
2-8	5/30/2004			5/30/2006			
2-16	5/30/2004			5/30/2006			
2-17	5/30/2004			5/30/2006		9/30/2003	
2-18	5/30/2004			5/30/2006		9/30/2003	
¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement							
² To be completed for the Performance and Evaluation Report							

**Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part I: Summary**

OMB Approval No. 22577-0157 (exp. 7/31/98)
APPENDIX 6-1

HA Name: **NORWALK HOUSING AUTHORITY**

Comprehensive Grant Number: **CT 26 P002 50103**

FFY of Grant Approval: **2003**

☒ Original Annual Statement

☐ Reserve for Disasters/Emergencies

☐ Revised Annual Statement/Revision Number

☐ Final Performance and Evaluation Report

☐ Performance and Evaluation Report for Program Year Ending

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds	50,000			
2	1406 Operations (May not exceed 10% of line 19)	Original	Revised	Obligated	Expended
3	1408 Management Improvements	0	0	0	0
4	1410 Administration	114,000		0	0
5	1411 Audit				
6	1415 Liquidated Damages	0	0	0	
7	1430 Fees and Costs	70,000			
8	1440 Site Acquisition		0	0	0
9	1450 Site Improvement		0	0	0
10	1460 Dwelling Structures	957,395			
11	1465.1 Dwelling Equipment--Nonexpendable		0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1495.1 Relocation Cost	0	0	0	0
17	1498 Mod Used for Development	0	0	0	0
18	1502 Contingency (may not exceed 8% of line 19)		0	0	0
19	Amount of Annual Grant (Sum of lines 2-18)	1,141,395	0	0	0
20	Amount of line 19 Related to LBP Testing				
21	Amount of line 19 Related to Section 504 Compliance				
22	Amount of line 19 Related to Security				
23	Amount of line 19 Related to Energy Conservation Measures	867,395			
¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement		² To be completed for the Performance and Evaluation Report			

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part II: Supporting Pages

NORWALK HOUSING AUTHORITY
CT 26 P002 50103

OMB Approval No. 22577-0157
(exp. 7/31/98)

2003

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
2-1	WASHINGTON VILLAGE							
	Window Replacement	1460		440,000				
2-3	ROODNER COURT							
	Window Replacement	1460		427,395				
2-8	KING-KENNEDY							
	Floors-Asbestos removal	1460		40,000				
2-16	MEADOW GARDENS							
	Floors-Asbestos removal	1460		50,000				
	Administration	1410		114,000				
	Fees & Costs	1430		70,000				
	Page Totals			1,141,395	-	-	-	
¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement								
² To be completed for the Performance and Evaluation Report								

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part III: Implementation Schedule

NORWALK HOUSING AUTHORITY
CT 26 P002 50103

OMB Approval No. 22577-0157
(exp. 7/31/98)

2003

[illegible]

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: HOUSING AUTHORITY OF THE CITY OF NORWALK		Grant Type and Number Capital Fund Program Grant No: CT 26 P002 50104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: _____) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	120,000			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	60,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	1,020,000			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	1,200,000			
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: HOUSING AUTHORITY OF THE CITY OF NORWALK			Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Estimated Allocation			0				
	Architect & Engineering	1430		60,000				
	Administration	1410		120,000				
	<i>Subtotal Planning</i>		<i>180,000</i>					
2-4 Irving Freese	Porch Roofs	1460		45,000				
	Porch Railings	1460		75,000				
	Mailboxes, Hall Refurbishing	1460		60,000				
2-5 Leroy Downs	Hall Refurbishing, Carpet, Wallpaper 1 st Floor	1460		80,000				
	Painting	1460		0				
2-6 John Shostak	Roof & Siding/Gutters	1460		170,000				
2-7 20 West Ave.	Hall Refurbishing	1460		60,000				
	Carpet & Painting			0				
2-8 King Kennedy	Replace floors at vacancy	1460		30,000				
	Mailboxes	1460		10,000				
2-16 Meadow Gardens	Floors at vacancy	1460		30,000				
	Center Roof	1460		20,000				
2-17 Seaview	Sliders	1460		50,000				
	Balconies	1460		35,000				
	Roof & Gutters	1460		175,000				
	Site lighting	1460		10,000				
2-17 Elmwood	Porch/Decks	1460		15,000				
2-18 36 Fairfield Ave	Electrical Upgrade	1460		155,000				
Project Total				1,200,000				

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part III: Implementation Schedule**

PHA Name: HOUSING AUTHORITY OF THE CITY OF NORWALK		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:					Federal FY of Grant: 2004
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
2-2 Roodner Court	8/06			8/08			
2-3 Senior CT	8/06			8/08			
2-5 Leroy Downs	8/06			8/08			
2-6 John Shostak	8/06			8/08			
2-7 20 West Ave	8/06			8/08			
2-8 King Kennedy	8/06			8/08			
2-16 Meadow Gardens	8/06			8/08			
2-17 Elmwood	8/06			8/08			
2-18 36 Fairfield Ave	8/06			8/08			
2-19 Chapel Street	8/06			8/08			
2-22 356 Main Street	8/06			8/08			

Attachment C. Capital Fund Program 5-Year Action Plan

CAPITAL FUND PROGRAM 5-YEAR ACTION PLAN					
PART I: SUMMARY					
PHA Name: Housing Authority of the City of Norwalk				Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1 2004	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2008
2-2 Roodner Court		150,000	1,020,000	95,000	515,000
2-3 Senior CT		150,000	0	0	0
2-5 Leroy Downs		0	0	176,000	0
2-6 John Shostak		0	0	175,000	0
2-7 20 West Ave		150,000	0	0	0
2-8 King Kennedy		20,000	0	329,000	0
2-16 Meadow Gardens		30,000	0	0	275,000
2-17 Elmwood		20,000	0	175,000	0
2-18 36 Fairfield Ave		450,000	0	0	0
2-19 Chapel Street		30,000	0	70,000	0
2-22 356 Main Street		0	0	0	230,000
Contingency		20,000	0	0	0
PHA Wide – Admin		180,000	180,000	180,000	180,000
Totals		1,200,000	1,200,000	1,200,000	1,200,000

CAPITAL FUND PROGRAM 5-YEAR ACTION PLAN
PART II: SUPPORTING PAGES—WORK ACTIVITIES

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2005 PHA FY: 2005			Activities for Year: <u>3</u> FFY Grant: 2006 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	Administration		120,000	Administration		120,000
Annual	Architect & Engineering		60,000	Architect & Engineering		60,000
Statement	2-2 Roodner Court	Phase I Windows	150,000	2-2 Roodner Court	Windows	700,000
	2-3 Senior CT	Roof Replacement	150,000		Repoint; Stucco Refinishing	320,000
	2-7 20 West Ave	Roof Replacement	150,000			
	2-8 King Kennedy	Floors	20,000			
	2-16 Meadow Gardens	Floors	30,000			
	2-17 Elmwood	Roof Replacement	20,000			
	2-18 36 Fairfield Ave	Structural Repairs	80,000			
		Windows	135,000			
		Repointing	225,000			
		Exterior Painting	10,000			
	2-19 Chapel Street	Sub Flooring	30,000			
			0			
	Contingency		20,000			
			0			
			0			
			0			
			0			
			0			
			0			
			0			
Total CFP Estimated Cost			1,200,000			\$1,200,000

CAPITAL FUND PROGRAM 5-YEAR ACTION PLAN
PART II: SUPPORTING PAGES—WORK ACTIVITIES

Activities for Year : <u>4</u> FFY Grant: 2007 PHA FY: 2007			Activities for Year: <u>5</u> FFY Grant: 2008 PHA FY: 2008		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Administration		120,000	Administration		120,000
Architect & Engineering		60,000	Architect & Engineering		60,000
2-2 Roodner Court	Smoke & Heat Detectors	95,000	2-2 Roodner Court	Site Work	515,000
2-5 Leroy Downs	Kitchens	176,000			0
2-6 John Shostak	Kitchens	175,000	2-16 Meadow Gardens	Site Work	275,000
2-8 King Kennedy	Kitchens	150,000			0
	DHW Tanks	10,000			0
	Detection Devices & CGFI	9,000	2-22 356 Main Street	Rubber Stair Treads	80,000
	Site Works:	160,000		Tub Enclosures	0
	Asphalt Replacement	0		Detection Devices	0
	Fence Replacement	0		GCFI	00
	Exterior Lighting	0		Windows	125,000
2-17 Seaview	EIFS & Painting	100,000		Fascia/Roof Vents	25,000
	Site Work:	75,000			0
	Asphalt Replacement	0			0
	Fence Replacement	0			0
	Dumpster Enclosure	0			0
2-19 Chapel Street	Exterior Painting	65,000			0
	Masonry Repointing	0			0
	Caulking	0			0
	Carbon Dioxide Detectors	5,000			0
Total CFP Estimated Cost		1,200,000			1,200,000

Attachment D. Voluntary Conversions

a. How many of the PHA's developments are subject to the Required Initial Assessments?

Eight (8) Developments:

- | | |
|-----------------------|------------------------|
| 1. Washington Village | 5. Seaview / Elmwood |
| 2. Roodner Court | 6. 36 Fairfield Avenue |
| 3. King Kennedy | 7. Chapel Street |
| 4. Meadow Gardens | 8. 356 Main Avenue |

b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

Five (5) Developments:

- | | |
|------------------|-------------------|
| 1. Senior Court | 4. John Shostak |
| 2. Irving Freese | 5. 20 West Avenue |
| 3. Leroy Downs | |

c. How many Assessments were conducted for the PHA's covered developments?

Eight (8) Assessments

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
Not Applicable	

e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

Not Applicable

Attachment E. Progress Report in Meeting the 5-Year Plan Mission and Goals

MISSION

Norwalk Housing Authority (NHA) has developed this report in order to document the progress made in meeting the missions and goals of the Five Year Plan, submitted for April 1, 2000. NHA's mission is to provide safe, decent and affordable housing and to assist the low-income housing participants to become self-sufficient. The mission continues to be met through the ongoing operations of the Public Housing Agency along with NHA's initiatives, such as obtaining grant funding, to operate new programs.

GOALS

PHA Goal: Expand the supply of assisted housing

1. NHA applied for 30 additional vouchers for Section 8 vouchers under the Housing Choice Voucher Program.
We did not receive any additional vouchers.
2. NHA achieved and maintained 100% utilization for the Section 8 program during its fiscal year 2002.
NHA achieved and maintained 100% utilization for the Section 8 program during its fiscal year 2003.
3. NHA maintained its voucher payment standard to 110% of the Fair Market Rent (FMR) to expand housing opportunities to low poverty areas.
NHA is now at 102% and will rise to 105%. With 100% lease up higher voucher payment standard not needed.
4. NHA maintained the flat rent program that was implemented on February of 2000. As of October 2002, 51 families are participating in the flat rent program.
As of October 2003, 44 families are participating in the flat rent program.
5. Preliminary loan for \$234,300 received from Department of Economic and Community Development for the development of additional housing. Survey commissioned and underway. Considering design competition for selection of architect.
Colonial Village survey completed by Redniss & Mead. Subdivision applied for and received from City of Norwalk Planning & Zoning Commission. Steven Winter Design was selected for the preparation of architectural competition for housing and new community center. Current discussions whether day care capacity could be incorporated into community center.

PHA Goal: Improve the quality of assisted housing

6. NHA improved the management for its Section 8 program. The SEMAP score for FY 2002 was increased from 80% in 2001 to 83% in 2002. NHA is only 7 percentage points away from becoming a High Performer.
The score for 2003 was 88%.
7. NHA applied for and was awarded the Ross Senior Coordinator Grant for 2001. NHA subcontracted with the Senior Services to perform necessary services.
NHA was awarded the Ross Senior Coordinator Grant for 2002 and continues to subcontract with Senior Services.
8. NHA applied for the Ross Senior Coordinator Grant for 2002 and is awaiting notification.
NHA applied for the Ross Senior Coordinator Grant for 2003-2004, which was awarded and is awaiting the contract.
9. NHA established an action plan to address HUD's Customer Service and Satisfaction Survey.
NHA continues to work with all departments on HUD's Customer Services and Satisfaction Survey, response attached.

PHA Goal: Increase assisted housing choices

10. Increased group briefings and arranged for speakers from Fair Housing and Fair Rent Offices to be present at these briefings.
Hold group briefings with Fair Housing and Fair Rent Office.
11. Drafted policies and currently studying the implementation of a Section 8 homeownership program.
Adopted policies and currently implementing a Section 8 homeownership program.
12. NHA was awarded 8 additional vouchers under the Shelter Plus Care program.
NHA was awarded 10 additional vouchers under the Shelter Plus Care program.
13. Applied for additional vouchers that were being awarded based upon recaptured vouchers that other PHA's were not able to utilize.
HUD did not solicit applications for recaptured vouchers.
14. NHA reallocated 100 Section 8 vouchers from families to the disabled so that the Senior Only designation would not cause a longer waiting time for the disabled, thus strengthening NHA's request to continue 'Senior Only' housing.

PHA Goal: Provide an improved living environment

15. NHA maintained strong lease enforcement at all public housing sites.
Furthermore, NHA conducted mailings reinforcing the lease agreement provisions and concentrated on more thorough briefings in regards to the lease.
Screening of new admissions was strengthened through home inspections and credit checks.
NHA reallocated Section 8 vouchers from families to the disabled so that the 'Senior Only' designation for Public housing would not cause a longer waiting time for the disabled.
16. Implemented its deconcentration policy for income mixing. So far this year average income went up more than \$300 at Roodner Court, the only property addressed by the policy.
The deconcentration policy continued and at the end of the fiscal year there is no longer needed since goals were met. This is monitored at the end of each quarter and if needed will be initiated at once.
17. Police department attended several Resident Advisory Board Meetings.
Working closely with the Police Department on improved living environment, especially at Washington Village where drug activity has increased.
18. Intercoms installed on common halls at Senior Court and John Shostak with CDBG grant.
Intercom installation was completed in September of 2002. It was necessary to postpone use until Security Enhancement Grant was received.
19. Will apply for security enhancement grant to replace Washington Village porch lights.
Weed & Seed Security Enhancement Grant received Lighting at Washington Village, Security Cameras installed.
20. Pruned large trees at Washington Village to allow better lighting.

Status of capital improvements at different public housing sites follows:

21. Washington Village boilers under construction.
This project was completed May 1, 2003.
22. Will complete Roodner Court bathroom replacements by end of 2002.
This project was completed.
23. .Contracts awarded for kitchen replacements at Irving Freese and Seaview.
This project was completed May 24, 2003.
24. Contract awarded for bathroom replacement at Seaview.
This project was completed May 24, 2003.

25. Contract awarded for selected kitchen upgrades at Senior Court.
This project was completed May 24, 2003.
26. Contract awarded for tub and enclosure replacement at 36 Fairfield.
This project was completed May 24, 2003.
27. Replacement of Seaview heating, air conditioning and hot water systems will be completed by 2002.
Project completed, waiting for contractor to complete punch list.
28. Engineer contracted for Meadow Gardens boiler venting; preparing bid documents.
In progress.
29. Washington Village bathroom replacement out to bid.
Under construction.
30. CDBG money received for Washington Village playground replacement.
Construction is to begin Fall 2003.
31. *King Kennedy and Meadow Gardens floor replacement are completed at vacancies.*
32. *An architect is under contract and is scheduled to bid windows for Washington Village & Meadow Gardens by end of 2003.*
33. *Norwalk Housing Authority got HUD approval to enter into an Energy Conservation Services Contract with Siemens Building Technologies, Inc. for \$1,936,087. This will be paid with energy savings that are guaranteed by Siemens which means if any year the savings are not met that Siemens will pay NHA the difference between the savings estimate and actual savings. Work that is being done under this program will free up Capital Fund dollars. The work is as follows:*
- *New boilers at Irving Freese, Senior Court, 36 Fairfield Ave., Roodner Court, Leroy Downs, and 24 = Monroe Street. (Central Office)*
 - *Replacement of water savings toilets, showerheads and faucet aerators if the equipment has not been replaced with same or under contract, such as Washington Village.*
 - *Replacement of some outside and common area lighting with energy savings lighting.*
34. *NHA applied for the Community Development Block Grant- Funding for mailboxes at Shostak & Senior Court \$10,000.*
35. *NHA applied for the Community Block Development Grant- Washington Village Playground and received \$98,055.*

36. NHA applied for the Community Block Development Grant for King Kennedy Playground & Washington Village Satellite Playgrounds.

PHA Goal: Promote self-sufficiency and asset development of assisted households

37. NHA is using temp agencies to help in job development.

Partnered with the Norwalk PILOT program to provide support services for recipients for Shelter Plus Care vouchers.

NHA worked with the Department of Children and Families (DCF) in assisting families under the Section 8 Family Unification Program.

Initiated the FSS program for Public Housing also.

Initiated the FSS program for Public Housing also and enrolled 15 families.

Increased the section 8 FFS from program from 25 to 36 families.

38. NHA applied for the ROSS Resident Service Delivery Model Grant for 2003 and was notified of selection October 27, 2003.

39. NHA worked with the City of Norwalk Department of Youth Services who applied for Community Block Development Grant for HYRE- Job training for 20 Middle & high school students at 20 West Ave.

NHA applied for various grants listed accordingly:

Grants Applied for:

(A)= Applied

(PA)= Pending applied before 4/1/03

(R)= Received

- *ROSS Neighborhood Networks Grant for 2003 (A).*
- *Fairfield County Community Foundation- Girls Self-Esteem Project \$7,200 (A)*
- *Goodman Foundation- Calder Match \$10,000 (A)*
- *HUD ROSS Resident Service Delivery Model 2001, \$39,159 (R)*
- *HUD ROSS Service Coordinators For Elderly and Persons w/ Disabilities, \$24,412 (R)*
- *MasterCard International through Fairfield County Community Foundation, \$10,000 (R)*
- *SBC SNET-New Computers & equipment for Washington Village Learning Center, \$19,616 (R)*
- *Altria-Washington Village Learning Center for Washington Village Learning Center, \$12,564(A)*
- *Americorps 2003-2004-10 part-time members to work at the Learning Centers, \$64,000 (A)*
- *State of Connecticut DECD Resident Services Coordinator- Ludlow Village Service Coordinator, \$7,392 (R)*
- *United Way of Norwalk & Wilton Funding for Writing Specialist \$1,100 (A)*

- *United Way of Norwalk & Wilton- Funding for Lead Coordinator at 20 West, Washington Village, & Roodner Court \$45,276 (A)*
- *Weed & Seed Mini Grant- Book Buddies \$2,074 (R)*
- *Wilton's Women's Club- College visits High school students, \$3,000 (R)*
- *United Way of Norwalk & Wilton- Youth Services, Keeping Kids on Track, Helping Kids Succeed, \$1,930 (A)*
- *Priority Schools District After-School Program Grant through Norwalk Public Schools, \$23,000 (R)*
- *HUD ROSS Neighborhood Network-2003 \$150,000 (PA)*
- *HUD ROSS Resident Service Delivery Model 2003, \$250,000 (PA)*
- *State of Connecticut Office of Policy and Management: NYC, \$150,000 (PA)*

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

40. NHA undertakes affirmative measures to ensure access to assisted housing regardless of race, color, age, religion, national origin, sex, familial status and disability.
NHA administers all programs without regard to race, color, sex, familial status and disability. Section 8 Housing Choice Voucher briefings include how to file a discrimination complaint.
41. NHA arranged for speakers from Fair Housing and Fair Rent Offices to be present at Section 8 briefings.
This practice continued in fiscal year ending 3/31/03.

*** *All updated information is italicized*

Attachment F. Community Service Requirement

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) added a new section to the United States Housing Act of 1937 (1937 Act). Section 12(c) of the Housing Act established the Community Service Requirement for residents of public housing. In compliance with the QHWRA and Section 12(c) of the 1937 Act, the Housing Authority of the City of Norwalk (NHA) in consultation with the Resident Advisory Board, in consultation with the Resident Advisory Board, has established a Community Service Requirement Policy for those residents residing in Public Housing.

The following residents are exempt from the Community Service Requirement:

1. An individual that is blind or disabled, as defined under section 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who is unable to comply with this section, or is primary caretaker of such individual;
2. Residents 62 years of age and older
3. Is engaged in a work activity (as such term is defined in section 407(d) of the social security Act (42 U.S.C. 607), as in effect on and July 1, 1997);
4. Meets the requirements for being exempted from having to engage in a work activity under the State program funded under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or
5. Is in a family receiving assistance under a State program funded under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program, and has not been found in noncompliance with such program

Third party certification must be provided by the entity with whom the resident is working

Residents 18 years or older not exempt, as determined by NHA administration in conformance with HUD rules, shall perform eight (8) hours per month of approved community service and/or economic self-sufficiency activities. Residents' compliance will be verified monthly. If a resident has not fulfilled the community service/economic self-sufficiency requirement during the past year, the resident must enter into an agreement with NHA administration to comply with the requirement. If the resident does not enter into such agreement or does not comply with the stipulations in the agreement, the lease will not be renewed. The agreement must be signed by both NHA and resident before the expiration for the lease and must include additional hours of community service or economic self sufficiency activities to cure the past year's noncompliance.

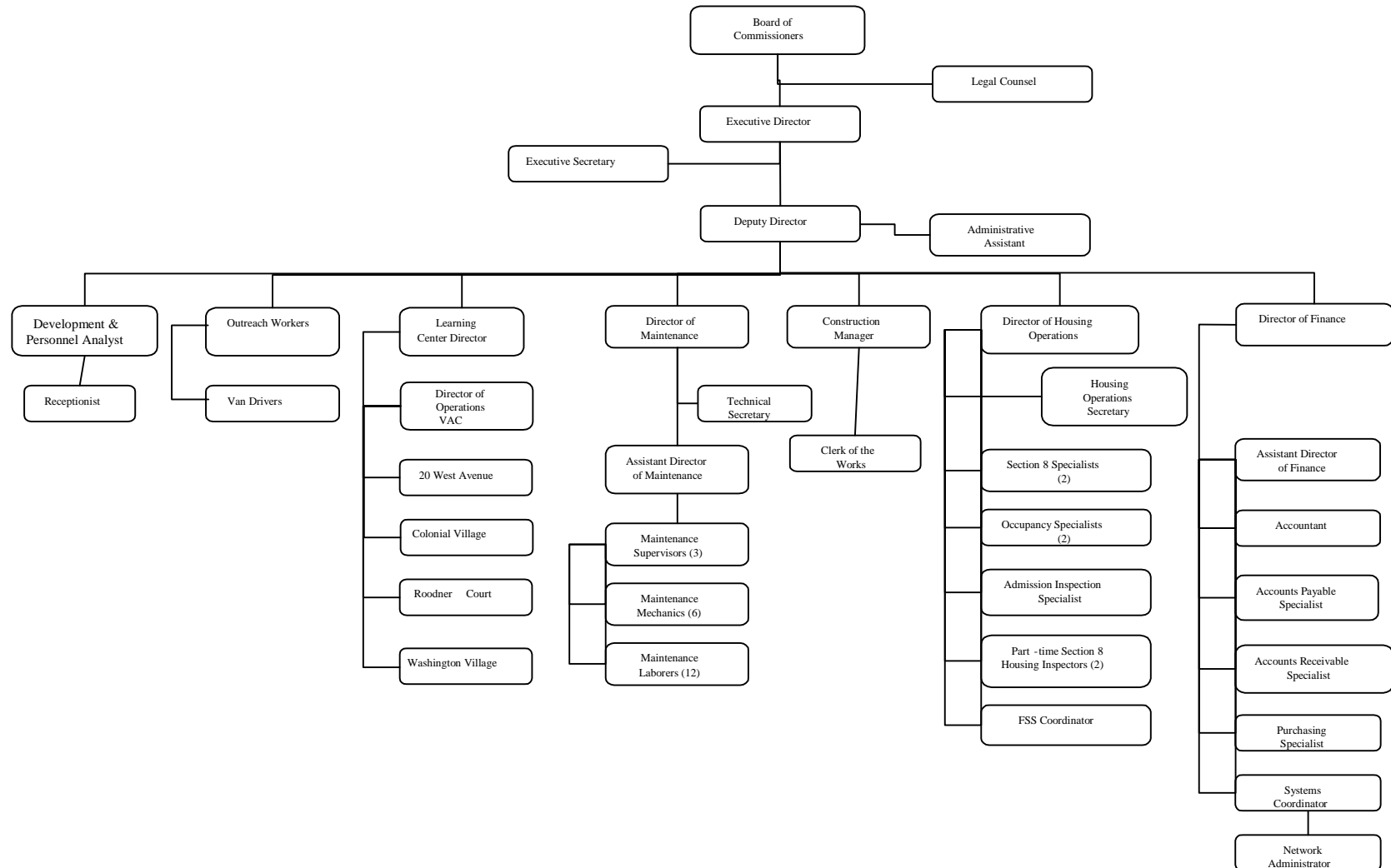
NHA will determine which family members are subject to or exempt from the service requirement during the recertification of family. The exempt or nonexempt status of family members may change throughout the year and family members, at time of recertification, must sign an agreement stating that if the status changes, the family member must contact the appropriate staff person assigned to the family's recertification and inform them of the change. NHA staff will determine if the family member must enter into a community service or economic self sufficiency program and will notify resident of process and approved activities.

Approved Activities:

1. Non- sectarian or non-political activity referred to by the Voluntary Action Center of Norwalk
2. Attending the Learning Center with family child(ren) that are enrolled in Learning Center Programs
3. Attending the Learning Center at 20 West to utilize Plato software program
4. Chaperone-approved Learning Center field trips with children
5. Other activities that are approved by NHA Director of Housing Services

The Director of Housing Services will approve the activities that fulfill the community service/economic self-sufficiency requirements and will provide an updated list of approved activities to the NHA administration for dissemination to staff and residents.

Attachment G. Organizational Chart for FY 2004



Attachment H. Pet Policy

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) added a new section to the United States Housing Act of 1937 (1937 Act). Section 31 of the Housing Act established pet ownership requirements for residents of public housing other than developments designated for elderly or people with disabilities.

In compliance with the QHWRA and Section 31 of the 1937 Act, the Housing Authority of the City of Norwalk (NHA), in consultation with the Resident Advisory Board, has established a Pet Policy for those residents residing in Public Housing. This policy does not apply to Colonial Village. NHA will allow residents to own pets that reside within the Public Housing unit, provided that the resident has completed the following:

1. Head of Household contacts Occupancy Specialist in order to fill out Pet Application
2. If Pet Application is accepted, pay NHA a Pet Security Deposit and sign Lease Addendum. Such deposit will be \$100 and may be paid over a period of no more than 4 months. Security Deposit must be paid in full prior to pet moving into unit.

The NHA public housing residents, in accordance with 24 CFR Part 960, may own one or more pets, as detailed below, in a public housing dwelling, if the resident maintains each pet:

1. Responsibly
2. In accordance with applicable State and local public health, animal control and animal cruelty laws and regulations; and
3. In accordance with the policies established in PHA Annual Plan for the agency as provided in section 903 of 24 CFR.
4. Pets must be kept inside unit
5. No visiting pets are allowed
6. Extermination services are required for pet owners
7. Reasonable accommodations will be made for animals that assist the handicapped
8. Precautions are taken to prevent pets from disturbing neighbors
9. Designate a person who will be responsible of the pet in case of emergency or illness

The following are deemed allowable pets and must be approved by Occupancy Specialists:

1. Cats that are spayed or neutered and have all veterinarian shots. Relative documentation must be provided at the time of admissions or recertification.
2. Fish that are kept in a tank no larger than 25 gallons.

3. Residents who already own a fish tank larger than 25 gallons may keep it provided that they register it with the Housing Authority. There will be a 60- day period for registering fish tanks larger than 25 gallons.
4. Birds that are no larger than 8 inches long as an adult
5. Because dogs were allowed at Washington Village, there will be one window of opportunity for existing dogs that meet the size requirements to stay. There will be one 60-day period for registering existing dogs. Dogs that are registered may not be replaced. There is a limit of one dog per household. The size limit for dogs to be registered is 40 pounds and no higher than 25 inches from the ground to the top of the head when standing. Dogs must not disturb others and must be fenced or leashed with an owner at all times. Owners must clean up after dogs immediately. All other pet rules and regulations must be followed.

There are to be no more than:

1. One cat per dwelling unit
2. One fish tank, not exceeding 25 gallons per dwelling unit
3. Two birds, kept in cage(s) per dwelling unit

NHA will issue a written notice for the pet removal if the pet owner violates a rule governing the owning or keeping of pets. The notice will give to the pet owner 10 calendar days for the pet removal. Failure to comply may result in initiation of procedures to terminate the pet owner's tenancy.

Attachment I. Flat Rent Schedule for FY 2004

	Apr-04 0BR	Apr-04 1BR	Apr-04 2BR	Apr-04 3BR	Apr-04 4BR	Apr-04 5BR
WASHINGTON VILLAGE		504	802	1,128		
Utility Allowance		28	34	40		
Net		476	768	1,088		
ROODNER COURT		475	695	795	1,368	1,636
Utility Allowance		36	44	51	59	67
Net		439	651	744	1,309	1,569
SENIOR COURT	449	574				
Utility Allowance	41	44				
Net	408	530				
IRVING FREESE		574	719			
Utility Allowance		44	54			
Net		530	665			
LEROY DOWNS	349	512	811			
Utility Allowance	32	34	42			
Net	317	478	769			
JOHN SHOSTAK		638				
Utility Allowance		97				
Net		541				
20 WEST AVENUE		593				
Utility Allowance		-				
Net						
KING KENNEDY		585	903	1,255	1,503	
Utility Allowance		112	139	172	204	
Net		473	764	1,083	1,299	
MEADOW GARDENS				1,255		
Utility Allowance				174		
Net				1,081		
SEAVIEW		729	936			
Utility Allowance		108	136			
Net		621	800			
ELMWOOD				1,111		
Utility Allowance				151		
Net				960		
FAIRFIELD AVENUE	493	634	814			
Utility Allowance	32	34	42			
Net	461	600	772			
CHAPEL STREET			832	994		
Utility Allowance			163	192		
Net			669	802		
MAIN AVENUE				1,430		
Utility Allowance				186		
Net				1,244		

Attachment J. Income Analysis of Public Housing Covered Developments

QUARTERLY INCOME AVERAGES

Date of Report: *September 30, 2003*

As part of the deconcentration activity required by HUD, Norwalk Housing Authority conducts a new study of income averages at the end of each quarter. The date of the baseline study was December 31, 2001. This study found that Roodner Court is subject to the requirement.

The rule requires housing authorities to conduct a deconcentration analysis as part of its agency plan (24 CFR 903) to determine whether the average family income in each covered public housing development falls within an Established Income Range (EIR), defined as between 85 percent and 115 percent of the average family income for the entire PHA. For any development where the average income is outside this acceptable range, the housing authority must develop a concrete strategy to meet the goals of deconcentration. It is the policy of the Norwalk Housing Authority (NHA) to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income developments and lower income tenants into higher income developments.

For lower income developments, the process may involve temporarily skipping lower income families on the waiting list in order to offer vacant units to higher income families. Please see policy elsewhere for details.

The tables below show the covered developments.

Average income for the covered developments is obtained through Tenant Statistics.

Average income for this study is:.....	\$ <u>13,952</u>
85% of this amount is:	<u>11,859</u>
115% of this amount is:	<u>16,045</u>
30% of the Stamford-Norwalk median income (FY 2003) is:.....	\$ <u>29,900</u>

The average income of each covered development is determined through Tenant Statistics. The table below shows the total of all household income in each development. The average was obtained by dividing the total by the occupied units in that development.

No	Development Name	Occupied Households	Total Income	Average Income
1	Chapel Street	29	424,295	14,631
2	Meadow Gardens	53	861,509	15,255

No	Development Name	Occupied Households	Total Income	Average Income
3	Roodner Court	214	2,642,828	12,350
4	36 Fairfield Avenue	28	413,519	14,756
5	356 Main Avenue	25	511,402	20,456
6	King Kennedy	31	577,357	18,624
7	Seaview/Elmwood	37	503,604	13,611
8	Washington Village	136	1,804,237	13,266

Developments in which the average income is less than 11,859 (85% of the total average income) are the following: **NONE**

The skipping process may apply to those applicants whose incomes are at least \$1 above the total average income for the quarter, that is above: **\$ N/A**

This income level applies to skipping during the period: **10/01/03 through 12/31/03**

This report has been compiled by the Director of Housing Operations, is copied to the Deputy Director, and is distributed to the Admission and Inspection Specialist.

NOTE: This process is conducted quarterly. Corrective action is taken quarterly, if warranted, including income skipping from wait list.

Attachment K. Services and Program

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
The Learning Center Program <ul style="list-style-type: none"> • 20 West Avenue • Roodner Court • Washington Village • Colonial Village 	<ul style="list-style-type: none"> • 65 • 55 • 40 • 40 	Open enrollment <ul style="list-style-type: none"> • ages 12-18 • ages 6- 12 • ages 6-14 • ages 6-14 	NHA	Public Housing Residents and Section 8
Karate	45*	Open Enrollment	NHA	Public Housing
Tennis	150*	Open Enrollment	NHA and Grassroots Tennis	Public Housing
<i>Building Young Technology Experts (B.Y.T.E)</i> Computer Building and Skills and Instruction	56*	Open Enrollment	NHA	Public Housing and Section 8
CISCO Prep Computer Class	10	Open Enrollment	NHA	Public Housing and Section 8
Youth Job Prep & Summer Work at NHA	30*	Open Enrollment	NHA	Public Housing and Section 8
Rowing Club	10	Open Enrollment	NHA & Norwalk River Rowing Assoc.	Public Housing and Section 8
African Drumming and Dance	65*	Open Enrollment	NHA & Weed and Seed	Public Housing and Section 8
Youth Discussion Groups	50*	Open Enrollment	NHA	Public Housing and Section 8
Hands on Science	50*	Open Enrollment	NHA	Public Housing and Section 8
Math Help	25*	Open Enrollment	NHA	Public Housing and Section 8
Writing Program	35*	Open Enrollment	NHA	Public Housing and Section 8

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
SAT Preparation	48*	Open Enrollment	NHA	Public Housing and Section 8
Reading Program	80*	Open Enrollment	NHA	Public Housing and Section 8
Homework Help	200*	Open Enrollment	NHA	Public Housing and Section 8
Arts and Crafts <ul style="list-style-type: none"> Roodner Court Colonial Village Washington Village 	50* 35* 33*	Open Enrollment	NHA	Public Housing and Section 8
Youth Trips to Museums, Sports Events, Plays, etc	100	Open Enrollment	NHA	Public Housing and Section 8
Pegasus Horse Care Program	40*	Open Enrollment	NHA	Public Housing
Golf Program	15	Open Enrollment	NHA	Public Housing and Section 8
Web Design	12	Open Enrollment	NHA	Public Housing
Latin Percussion	12	Open Enrollment	NHA	Public Housing and Section 8
SoundWaters team building & ecology through sailing	20**	Open Enrollment	NHA & SoundWaters	Public Housing and Section 8
Video	7	Open Enrollment	NHA	Public Housing and Section 8
Chorus	12	Open Enrollment	NHA	Public Housing and Section 8
Planting Flowers	40	Open Enrollment	NHA & Gilbertie Herbs & Gardens	Public Housing
College Visits	16	Open Enrollment	NHA	Public Housing and Section 8
Family Activity Nights	40*	Open Enrollment	NHA	Public Housing
Adult Computer Classes	20	Open Enrollment	NHA	Public Housing and Section 8
Home Ownership	20	Open Enrollment	NHA	Public Housing and Section 8

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Senior Lunch Program	25	Open Enrollment	NHA	Public Housing and nearby residents

*Indicates total overall enrollments in the program as of November 2003 instead of average class size.

**Enrollment size dependent on scholarship availability.

Attachment L. Definition of Substantial Deviation and Significant Amendment or Modification

HUD requires in 24 CFR 903.7(r) (2), that a HA must set forth the basic criteria will be used for denoting a substantial deviation from its 5-Year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan.

1. The NHA defines a substantial deviation from its 5-Year Plan as any change to its Mission, or the addition or deletion of a goal or objective (i.e., the means identified to implement various strategies are not considered a significant amendment).

The NHA defines a significant amendment or modification to its 5-Year or Annual Plan as:

1. Changes in timing of the completion of the means to attain a goal or objective of greater than one year from the timeframe initially submitted in the 5-Year Plan.
2. Adding or deleting strategies identified in the Annual Plan (i.e., the means identified to implement various strategies are not considered a significant amendment).

Other changes and progress made towards implementing the goals, objectives and strategies will be reported as part of the annual reporting process. Substantial deviations and significant amendments that are contemplated will be executed in accordance with 24 CFR 903.21.

Attachment M. Resident Advisory Board List and Comments

UPDATED 12/02/03

Resident Advisory Board

Member List

No	Name	Program
1.	Dorothy Beamon	Public Housing
2.	Julia McClester	Public Housing
3.	Marianne Lane	Public Housing
4.	Ora Scott	Public Housing
5.	Andrea Lucsky	Section 8
6.	Blanca Infante	Section 8
7.	Patrick Matheus	Section 8
8.	Wondreda Dorsey	Section 8
9.	Crissy Berrie	Section 8
10.	Barbara Keys	Section 8
11.	Vera Trenck	Public Housing
12.	Mary Stewart	Public Housing
13.	Bernadine Otello	Public Housing
14.	Janice Carter	Public Housing
15.	Celia Telo	Public Housing
16.	Anna Geneus	Public Housing
17.	Marcelle Minault	Public Housing
18.	Margaret Valentine	Public Housing
19.	Anna Lee	Public Housing
20.	Ernestine Cobb	Public Housing
21.	Adeline Pote	Public Housing
22.	Emma Harris	Public Housing
23.	Stella Duffin	Public Housing
24.	Fred Kaiser	Public Housing
25.	Laine Dorleans	Public Housing
26.	Vivian Rice	Public Housing
27.	Owetta Faulkner	Public Housing
28.	Marlene Hinton	Public Housing
29.	Peggy Moschella	Public Housing

Attachment M (Continued)

RESIDENT ADVISORY BOARD COMMENTS FROM NOVEMBER 12, 2003 MEETING:

Those attending:

Fred Kaiser	Leroy Downs. Apt. 1G	866-5373
Marianne Lane	902B Washington Village	855-8425
Dorothy Beamon	57 Ward Street, Apt. 23	831-8026
Adeline Pote	62 Senior Court, Apt. 62	846-9314
Anna Lee	28 Senior Court, Apt. 28	847-6953
Patrick Matheus	3 Hanford Place, S. Norwalk	N/A
Barbara Keys	18 M.L.K. Dr., #C-2, S. Norwalk	N/A
Ora Scott	Roodner Court, Bldg. 18-3F	866-9085
Emma Harris	Leroy Downs, 4-M	846-3299
Margaret Valentine	37 Senior Court	849-9572
Marcelle Minault	Leroy Downs, 4J	853-6342
Janice Carter	602B Washington Village	855-8846
Vivian Rice	Leroy Downs, 4-A	852-9284
Owetta Faulkner	608A Washington Village	853-6506

The meeting was called to order by Deputy Director Candace Mayer.

Refreshments were served.

Introductions were made.

The agenda was circulated.

Agenda:

- 1 10% Budget Revision for 2003
- 2 Review of the 5-year PHA Plan Goals
- 3 Discussion of the Resident Advisory Board process
- 4 Discussion of revised 5-year Capital Fund Program

Ms. Mayer commented on each of the topics above in order:

- 1 Because of other priorities at the federal level, the Capital Fund allocation to all housing authorities has been decreased by 10%. The Authority will make the necessary adjustments between and among previous line items in the 2003 Capital Fund to accommodate those cuts.
- 2 A copy of the Authority's five-year goals and progress against those goals was distributed and discussed. Most of the goals have realized significant progress.

- 3 Attachment "F" entitled "Resident Advisory Board – Memorandum of Understanding" was circulated. This item had been discussed before and provides the basis for involvement by the RAB in the 5-year agency planning process.
- 4 A copy of the next five years of Capital Fund investments was circulated. It is anticipated that the total funding from HUD each of the next five years will not be higher than the 10% reduced amount of the 2003 allocation.

Comments included:

- Senior Court – Better lighting in the Kitchens (wash globes?)
- Washington Village – Intercoms for Upper floors?

Response:

The Authority will attempt to address these items in the Capital Funds program.

There was a discussion about increasing the number of Section 8 families in these meetings.

Attachment N. Action Plan for the FY2003 Customer Service & Satisfaction Survey - FOLLOW UP PLAN

BACKGROUND

A follow-up plan is required for the following categories since the survey scores for these categories were below 75%, they are as follows:

CATEGORY	SCORE
Maintenance & Repair	74.7%
Communication	64.2%
Neighborhood Appearance	59.4%

MAINTENANCE & REPAIR

Based upon your experience, how satisfied are you with how easy it was to request repairs?

- Train all switchboard staff as to the proper procedures of taking a work order. An explanation as to what is considered an emergency and what is not is also important for the covering switchboard to know.

Based upon your experience, how satisfied are you with how well the repairs were done?

- Make tenants aware of the policies regarding repairs and what is deemed an emergency.
- Conduct quality control inspections of repair work for staff that do repair work.

Based upon your experience, how satisfied are you with how well you were treated by the person you contacted for repairs?

- Start regular customer service training for all switchboard staff.

COMMUNICATION

Do you think management provides you information about the rules of the lease?

- Continue requiring orientation for all new residents.
- Require orientation of residents who have not adhered to their lease within the past year at the time of recertification.
- Send a flier that explains common misconceptions about the lease with the rent statement twice per year.

Do you think management is responsive to your questions and concerns?

- Transfer responsibility for listening to and responding to complaints from the Director of Housing Operations to the Family Self Sufficiency (FSS) Coordinator and provide a more consistent and thorough response.
- Provide on-site management-resident meetings at all developments at least once per year. In the past year, the senior developments had such a meeting.

Do you think management provides you with information about: maintenance & repair (for example: water shut-off, boiler shut-down, modernization activities)?

- Use the NHA website for Modernization Rehab information/updates.
- Send notice to entire site of upcoming project.

- Send notice to specific apartment notifying of work, and stating:
 - Who will be performing the work
 - Who from NHA will be a contact person to answer questions
 - When the workmen will be in the apartment
 - What the workmen will be doing
 - What the resident is responsible to do
 - How long the inconvenience will last
 - Why we are doing this work
- During actual work, keep records of what happened, any problems, questions, etc.
- Re-notify residents of any follow up "punch list inspection" and then re-re-notify again of any necessary punch list corrective work.
- Make sure that the resident is aware that they can call the NHA office or the clerk directly with any questions, problems or concerns.

Do you think management is courteous and professional with you?

- Provide communications training for staff.

Do you think management is supportive of your resident throughout organization?

- Send flier to each development without an organization about how NHA helps in forming organizations.

Noise is a problem for your property?

- Remind residents in fliers (above) that noise, which disturbs their neighbors, is a lease violation. Encourage residents to report noise disturbances to the voice mail of the FSS Coordinator.
- Encourage all staff members, whether office staff or field staff, to report offensive noise to the voice mail of the FSS Coordinator
- When specific noise complaints are made, write individual letters and/or require the reported offenders to discuss the matter in person. This would again be more consistent and thorough than in the past

NEIGHBORHOOD APPEARANCE

How satisfied are you with the upkeep of the following areas in your property: common areas?

- Increase communication to the residents regarding cleaning and preventive maintenance schedules.

How satisfied are you with the upkeep of the exterior of buildings?

- Ensure regular schedules are kept.

How satisfied are you with the upkeep of the parking areas?

- Place large trash receptacles in the parking area with signs regarding littering.
- Ask tenants to be eyes for non-compliant residents.

How satisfied are you with the upkeep of recreation areas (for example: playgrounds and other outside facilities).

- Increase cleaning schedules as well as formulate a resident volunteer program to safeguard these areas against vandalism, dumping, etc.

Abandoned vehicles are a problem for your property?

- Enforcing or establishing for all complexes a vehicle registration program.

Rodents and insects (indoors) is a problem for your property?

- Increase lease enforcement for housekeeping.

Trash/litter is a problem for your property?

- Resident Initiatives
- Resident Volunteers (regular community clean-up)
- Preventive grounds maintenance program.